

ATTACHMENT A

Virginia Department of Historic Resources Regional Offices

See DHR web site at http://www.dhr.virginia.gov/regional_offices/regional_offices.htm.

ATTACHMENT B

Level and Quality of Survey in Virginia

Virginia Department of Historic Resources 2007 Data



Virginia Department of Historic Resources 2000 Data



ATTACHMENT C

Preservation Planning for Architectural and Archaeological Resources

ATTACHMENT C

PRESERVATION PLANNING FOR ARCHITECTURAL AND ARCHAEOLOGICAL RESOURCES

The Department of Historic Resources strongly encourages the efforts of Virginia counties, cities and towns to develop a local comprehensive preservation planning process that closely integrates archaeology, architecture and historic preservation with the community's broader comprehensive planning efforts.

Many communities are familiar with the basic tool of the historic preservation ordinance; however, comprehensive historic preservation planning is another vital preservation tool available to local governments to broaden and strengthen the integration of preservation and community land-use decision-making. One recommended approach is to develop a community comprehensive preservation plan that establishes local preservation goals and priorities based on both the values of the community's historic resources and on the community's own vision of its future. A second, and more commonly used, alternative is for the community to develop a preservation component for its comprehensive plan as it is being revised. Either approach should be timed carefully so that the results of preservation planning can realistically be implemented through the broader community planning process. Both approaches may require the employment of a professionally qualified preservation consultant.

Since archaeological resources are less visible, a locality may wish to develop a rural or city archaeological assessment to serve as a planning document for making land-use decisions and for guiding future archaeological survey, evaluation, treatment or National Register activity. The assessment should include: gathering, mapping and assessing information on archaeological sites which are already recorded; reviewing and assessing all known historic maps to determine the probable locations of historic sites; using environmental, topographic, and known site distribution data to develop a predictive model of areas with high, medium, and low probability for as yet unrecorded prehistoric and historic sites; and plans and recommendations for survey and planning strategies for each of these areas. If possible such a project would include a second step to test the predictive models based on historic maps in limited areas to help support survey and management recommendations. It should also be remembered in developing these assessments and plans that archaeologically significant deposits lie under and around virtually all above-ground historic properties.

Awards of funding for the **preservation plan, preservation component for a comprehensive plan, or archaeological assessment** require broad public participation in development. The plan must meet the standards of the Secretary of the Interior for Preservation Planning. As a guideline for meeting these standards, the Department has identified five essential steps that communities should follow in developing a preservation plan.

1. Identification of local historic properties
2. Evaluation of current trends and influences on historic properties
3. Community consensus on goals and priorities for preservation of historic properties
4. Identification of appropriate tools, strategies and action needed to achieve these goals
5. An action plan for implementation

Local Preservation Planning Questions

These questions are designed to illustrate the model local preservation planning process recommended by the Virginia Department of Historic Resources. Answering these questions in sequence will lead the community through the planning process and assure a comprehensive approach that integrates preservation into the broader development plans, including land use and regulations, capital improvements, transportation, economic development, housing, open space and recreation.

1. What historic properties exist? Where are they located? In what way do they relate to the past and future development of the community?
2. Have the identified properties been adequately documented and evaluated according to the accepted National Register criteria? Are there properties or entire groups of properties that have not been identified, documented or evaluated?
3. What preservation activities (public and private) have already taken place? What activities are in process? How effective have they been?
4. How and in what way are the community's historic properties threatened? What opportunities for preservation exist or will exist in the future?
5. What are the community's goals for its historic properties? What other community goals could preservation assist (downtown revitalization, neighborhood stabilization, housing, heritage tourism etc.)? What is the public's viewpoint? How can the public be involved in developing preservation goals?
6. To what extent is preservation part of the community's overall plan for its development? Does the community intend to integrate preservation into other aspects of its planning and regulation? Will the community's plans conflict with preserving its significant historic properties? If so, how will this conflict be resolved?
7. How will the community achieve its preservation goals? When? Who will be responsible for achieving them, and in what specific ways? How will these actions be funded?
8. Given the identified historic properties and the present level of preservation activity, which strategies and actions are most important? Most urgent? Which are least important now?
9. Who will be responsible for implementing this plan? Who will update it and when?

ATTACHMENT D

Application Evaluation Form

ATTACHMENT D

Virginia Department of Historic Resources Cost Share Survey and Planning Program Application Evaluation Form

Applicant: _____ Regional Preservation Office: _____

Evaluation Scale | 5 – Excellent | 4 – Very Good | 3 – Good | 2 – Average | 1 – Poor

General Submission Requirements

20 Points

• Required number of materials submitted (1 original, 8 copies)	5	4	3	2	1	enter 5 or 1
• Cover sheet signed by authorized representative	5	4	3	2	1	enter 5 or 1
• Completeness of application			5	4	3	2 1
• Clarity of application content			5	4	3	2 1
Total:						

Project Budget & Time Schedule

25 Points

• Appropriateness of budget	5	4	3	2	1	
• Demonstrates ability to share in cost of project (if applicable)	5	4	3	2	1	
• Proposes in-kind support (in addition to cash contribution)	5	4	3	2	1	
• Includes line item budget with project cost	5	4	3	2	1	
• Proposes realistic schedule for completion of work	5	4	3	2	1	
Total:						

Urgency & Significance

25 Points

• Builds on previous preservation efforts including previous Cost Share projects	5	4	3	2	1	
• Demonstrates public benefits	5	4	3	2	1	
• Specifically addresses Governor's land use initiatives	5	4	3	2	1	
• Identifies threats to resources	5	4	3	2	1	
• Addresses DHR's project priorities and work previously done in proposed project area, and corresponds to what is known about proposed project area	5	4	3	2	1	
Total:						

Project Design

30 Points

• Project provides identification of both presence and absence of cultural resources	5	4	3	2	1	
• Proposed phases of work sufficiently detailed and align with DHR procedures	5	4	3	2	1	
• Public benefits substantial and documented; includes public participation	5	4	3	2	1	
• Develops or refines statewide themes	5	4	3	2	1	
• Increases protection of resources and knowledge of resources and the region	5	4	3	2	1	
• Project completes reconnaissance level survey of proposed area	5	4	3	2	1	
Total:						

Comments: _____

Total Score: _____

ATTACHMENT E

Thematic Contexts and Associated Property Types

ATTACHMENT E

DEPARTMENT OF HISTORIC RESOURCES THEMATIC CONTEXTS AND ASSOCIATED PROPERTY TYPES

1. Domestic (residences, shelters etc.)
2. Subsistence/Agriculture
3. Government/Law/Political
4. Health care/Medicine
5. Education
6. Military/Defense
7. Religion
8. Social (charitable, fraternal, community organizations etc.)
9. Recreation/Arts
10. Transportation/Communication
11. Commerce/Trade
12. Industry/Processing/Extraction (mining, etc.)
13. Landscape
14. Funerary (cemeteries etc.)
15. Ethnicity/Immigration
16. Settlement Patterns
17. Architecture/Landscape Architecture/Community Planning
18. Technology/Engineering

Other themes: Any theme not covered by the above categories. The state preservation planning process is designed to accommodate various scales of inquiry and alternate ways of understanding our diverse cultural heritage. Studies underway related to Virginia's maritime heritage, Appalachian heritage, African-American heritage, studies of regions and themes that cross state boundaries, as well as more detailed analysis of historic contexts identified through state and national register documentation may necessitate the addition or redefinition of these themes.

ATTACHMENT F

Reconnaissance-level Survey Field Form – Architecture

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
RECONNAISSANCE SURVEY
FIELD FORM

GENERAL PROPERTY INFORMATION

VDHR I.D. # :

OTHER DHR I.D. #:

PROPERTY DATE (S) _____

PROPERTY NAMES

Name	Explanation (Circle One)
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current

ADDRESS/LOCATION

#	- #	Street Name	Explanation
-			Current/Alternate
-			Current/Alternate

Vicinity of: _____ Town/Village/Hamlet: _____

ZIP: _____

County/Ind City: _____ Magisterial District: _____

Local Tax Code: Section - _____ Parcel - _____

USGS Quad Name: _____ UTM Center: _____

UTM Coords: _____

Open to public: Y N

Is there a CRM report: Y N

PHYSICAL CHARACTER OF GENERAL SURROUNDINGS

Setting: _____ Acreage: _____

Site Description Notes/Notable Landscape Features _____

SECONDARY RESOURCES DESCRIPTION:

Ownership Categories: Private Public-Federal Public-State Public-Local

VHDR I.D. #: _____
Page 2

HISTORIC DISTRICT INFORMATION

Name of National Register Historic District: _____

Name of DHR Eligible Historic District: _____

Name of Local Historic District: _____

NR Resource Type: Building Structure Object Site District

Contributing Non-contributing Unknown

INDIVIDUAL RESOURCE INFORMATION

WUZIT: _____ PRIMARY RESOURCE? Y N

Estimated Date of Construction: _____ Source of Date: On-Site Other _____

#of	Wuzits	C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD

Architectural Style/Derivation (s): _____

ARCHITECTURAL DESCRIPTION – EXTERIOR, INTERIOR, ADDITIONS, AND ALTERATIONS:

Condition: Excel Fair Good Good-Exc Good-Fair Deter. N/A Poor ReBlt Remdld Ruins Demolished

Number of Stories: _____

Plan Type: _____

Accessed? Yes _____ No _____ If not, why not? _____

Threat: NONE KNOWN None Demo Deter Develop MajAlt Negl PubUtExp Reloc StrFlr Trans Vacant
 Erosion PrivDev PubDev Other

DHR TIME PERIOD:

Paleo-Indian (10,000 B.C. - 8,000 B.C.)
Early Archaic Period (8,000 B.C. - 6500 B.C.)
Middle Archaic Period (6,500 B.C. - 3,000 B.C.)
Late Archaic Period (3,000 B.C. - 1,200 B.C.)
Early Woodland (1,200 B.C. - 300 A.D.)
Middle Woodland (A.D. 300-1000)
Late Woodland (A.D. 1,000 - A.D. 1606)
Contact Period (1607-1750)
Colony to Nation (1750 to 1789)
Early National Period (1789-1830)
Antebellum Period (1830 to 1860)
Civil War (1861 to 1865)
Reconstruction and Growth (1865 to 1917)
World War I to World War II (1917-1945)
The New Dominion (1941- Present)
Other

HISTORIC CONTEXT:

Architecture/Community Planning	Landscape
Architecture/Landscape	Military/Defense
Commerce/Trade	Recreation/Arts
Domestic	Religion
Education	Settlement Patterns
Ethnic/Immigration	Social
Funerary	Subsistence/Agriculture
Government/Law/Political	Technology/Engineering
Health Care/Medicine	Transportation/Communication
Indeterminate	
Industry/Processing/Extraction	Other

:

HISTORICAL SUMMARY (STATEMENT OF SIGNIFICANCE)**PRIMARY RESOURCE EXTERIOR COMPONENT DESCRIPTION (PLEASE ENTER IN THIS ORDER)**

Component	Type/Form	Material	Material Treatment
Foundation			
Struc. Systems			
Windows			
Porch			
Roof			
Chimney (s)			

GRAPHIC MEDIA DOCUMENTATION

Control ID	Photo Media	Depository	Photo Date	Photo File Name

BIBLIOGRAPHIC INFORMATION

Type	Author (First and Last Name)	Citation (abbreviated)	Notes

CRM EVENT INFORMATION

Date	Event ID	Event Type	CRMPerson (First)	CRMPerson (Last)	Remarks

VHDR I.D. #: _____ - _____
Page 5

INDIVIDUAL/ORG AGENCY MAILING INFORMATION

Owner Category: _____ Owner _____ Occupant _____ Tenant _____ Informant _____ Property Mgr. _____
Honorific: _____ First Name: _____ Last Name: _____ Suffix: _____
Title: _____
Company: _____
Mailing Address: _____

City: _____ State: _____
ZIP CODE: _____ - _____ Country: _____
Phone 1/Extension: _____ Phone 2/Extension: _____

SURVEYOR'S NOTES:

SITE PLAN

Date:

NORTH ARROW

ATTACHMENT G

Intensive-level Survey Field Form - Architecture

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
INTENSIVE SURVEY
FIELD FORM

GENERAL PROPERTY INFORMATION

VDHR I.D. # :

OTHER DHR I.D. #:

PROPERTY DATE (S) _____

PROPERTY NAMES

Name	Explanation (Circle One)
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current

ADDRESS/LOCATION

#	- #	Street Name	Explanation
	-		Current/Alternate
	-		Current/Alternate

Vicinity of: _____ Town/Village/Hamlet: _____

ZIP: _____ - _____

County/Ind City: _____ Magisterial District: _____

Local Tax Code: Section - _____ Parcel - _____

USGS Quad Name: _____ UTM Center: _____

UTM Coords: _____

Open to Public _____ Is there a CRM report _____

PHYSICAL CHARACTER OF GENERAL SURROUNDINGS

Setting: _____ Acreage: _____

Site Description Notes/Notable Landscape Features _____

SECONDARY RESOURCES DESCRIPTION:

Ownership Categories: Private Public-Federal Public-State Public-Local

VHDR I.D. #: _____
Page 2

HISTORIC DISTRICT INFORMATION

Name of National Register Historic District: _____

Name of DHR Eligible Historic District: _____

Name of Local Historic District: _____

NR Resource Type: Building Structure Object Site District

Contributing Non-Contributing Undetermined

#of	NR Resources	C	NC	UD	#of	NR Resources	C	NC	UD
	Buildings	C	NC	UD		Buildings	C	NC	UD
	Structures	C	NC	UD		Structures	C	NC	UD
	Sites	C	NC	UD		Sites	C	NC	UD
	Objects	C	NC	UD		Objects	C	NC	UD

INDIVIDUAL RESOURCE INFORMATION

WUZIT: _____ PRIMARY RESOURCE? Y N

Estimated Date of Construction: _____ Source of Date: On-Site Other _____

#of	Wuzits (What is it?)	C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD

Architectural Style/Derivation (s): _____

ARCHITECTURAL DESCRIPTION – EXTERIOR, INTERIOR, ADDITIONS, AND ALTERATIONS:

Condition: Excel Fair Good Good-Exc Good-Fair Deter. N/A Poor ReBlt Remdld Ruins Demolished

Number of Stories: _____ Plan Type: _____

Accessed? Yes No If not, why not? _____

Threat: NONE KNOWN None Demo Deter Develop MajAlt Negl PubUtExp Reloc StrFlr Trans Vacant
Erosion PrivDev PubDev Other

DHR TIME PERIOD:

Paleo-Indian (10,000 B.C. - 8,000 B.C.)
Early Archaic Period (8,000 B.C. - 6500 B.C.)
Middle Archaic Period (6,500 B.C. - 3,000 B.C.)
Late Archaic Period (3,000 B.C. - 1,200 B.C.)
Early Woodland (1,200 B.C. - 300 A.D.)
Middle Woodland (A.D. 300-1000)
Late Woodland (A.D. 1,000 - A.D. 1606)
Contact Period (1607-1750)
Colony to Nation (1750 to 1789)
Early National Period (1789-1830)
Antebellum Period (1830 to 1860)
Civil War (1861 to 1865)
Reconstruction and Growth (1865 to 1917)
World War I to World War II (1917-1945)
The New Dominion (1941- Present)
Other

HISTORIC CONTEXT:

Architecture/Community Planning	Landscape
Architecture/Landscape	Military/Defense
Commerce/Trade	Recreation/Arts
Domestic	Religion
Education	Settlement Patterns
Ethnic/Immigration	Social
Funerary	Subsistence/Agriculture
Government/Law/Political	Technology/Engineering
Health Care/Medicine	Transportation/Communication
Indeterminate	
Industry/Processing/Extraction	Other

HISTORICAL SUMMARY AND STATEMENT OF SIGNIFICANCE:

PRIMARY RESOURCE EXTERIOR COMPONENT DESCRIPTION

Component	Type/Form	Material	Material Treatment
Foundation			
Struc. Systems			
Windows			
Porch			
Roof			
Chimney (s)			

INDIVIDUALS AND EVENTS ASSOCIATED WITH PROPERTY

ASSOCIATED INDIVIDUAL:

First name	Last name	Function

EVENTS:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____ Event Type: _____

Remarks:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____

Remarks:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____

Remarks:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____

Remarks:

NATIONAL REGISTER CRITERIA

Potential for Meeting National Register Criteria: A B C D

Potential National Register Criteria Exceptions: A B C D E F G

Periods of Significance: _____ ; _____ ; _____

Areas of Significance: _____

Association with existing National Register Multiple Property: _____

Potential Association with National Register Multiple Property: _____

Property Retains Integrity of:	1)	Association	Y	N	?
	2)	Location	Y	N	?
	3)	Workmanship	Y	N	?
	4)	Design	Y	N	?
	5)	Feeling	Y	N	?
	6)	Setting	Y	N	?
	7)	Material	Y	N	?

Significant Person (Criterion B only): _____

NR EVALUATION DOCUMENTATION:

NR Evaluation Date: _____ National Register Eligible: Y N ?

Level of Significance: _____ National Register Score: _____

GRAPHIC MEDIA DOCUMENTATION

Control ID	Photo Media	Depository	Photo File Name	Photo Date

BIBLIOGRAPHIC INFORMATION

Type	Author (First and Last Name)	Citation	Notes

CRM EVENT INFORMATION

Date	Event ID	Event Type	CRMPerson (First)	CRMPerson (Last)	Remarks

SITE PLAN

Date:

NORTH ARROW

VHDR I.D. #: _____ - _____
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INDIVIDUAL/ORG AGENCY MAILING INFORMATION

Owner Category: Owner Occupant Tenant Informant Property Mgr.

Honorific: _____ First Name: _____ Last Name: _____ Suffix: _____
Title: _____
Company: _____
Mailing Address: _____

City: _____ State: _____
ZIP CODE: _____ - _____ Country: _____
Phone 1/Extension: _____ Phone 2/Extension: _____

SURVEYOR'S NOTES:

ATTACHMENT H

Archaeological Survey Field Form

GENERAL PROPERTY INFORMATION

Slope: _____ percent

Survey Description:

Site Condition(s):

25-49% of Site Destroyed
50-74% of Site Destroyed
75-99% of Site Destroyed
Destruction of Surface and Subsurface Deposits
Intact Cultural Level
Intact Stratified Cultural Levels
Less than 25% of Site Destroyed
No Surface Deposits but With Subsurface Integrity
Site deliberately buried
Site Totally Destroyed
Surface Deposits Present And With Subsurface Integrity
Surface Deposits Present But Subsurface Not Tested
Surface Deposits Present But With No Subsurface Integrity
Unknown Portion of Site Destroyed
Subsurface Integrity
Surface Features
Surface Deposits
Site Condition Unknown

Survey Strategy: ☐ Historic Map Projection ☐ Informant ☐ Observation
 ☐ Surface Testing ☐ Subsurface Testing

USGS Quadrangle:

Current Land Use:

Date of Use: _____ Example: _____
Land Uses: _____
Comments: _____

SPECIMENS AND FIELD NOTES INFORMATION

Specimens Obtained: ☐ Yes ☐ No Depository:
Assemblage Description:

Specimens Reported: ☐ Yes ☐ No
Owner Name: Owner Address:
Assemblage Description:

Field Notes: ☐ Yes ☐ No Depository:

BIBLIOGRAPHIC INFORMATION

Reference Numbers: _____ Report(s): ____ Yes ____ No Depository:

Reference for Report:

Additional Comments:

GRAPHIC MEDIA DOCUMENTATION

Photo Media	Depository	Photo Date

CRM EVENT INFORMATION

Date Event ID Event Type CRM Person (First) CRM Person (Last)

Additional Comments (Including address of CRM firm):

INDIVIDUAL/ORG AGENCY MAILING INFORMATION

Category: Informant Occupant Owner Owner of Specimens Property Mgr. Tenant

Honorific: _____ First Name: _____ Last Name: _____ Suffix: _____

Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____

ZIP CODE: _____ - _____ Country: _____

Phone 1/Extension: _____ Phone 2/Extension: _____

Surveyor's Notes:

ATTACHMENT I

Guidelines for Conducting Survey in Virginia for Cost Share Projects

Due to its length, the DHR Cost Share survey manual is not included herein.

It is available for viewing and downloading on the DHR web site, at:
http://www.dhr.virginia.gov/homepage_features/jobs4.htm.

Hard copy versions may also be obtained through the mail, by contacting the DHR Survey Program Manager at 804-367-2323, ext. 107.

ATTACHMENT J

Data on Past Projects and Products Costs

See the DHR web site for additional information: http://www.dhr.virginia.gov/survey/Survey_faq3.htm

SAMPLE PROJECTS, PRODUCTS, AND COSTS

The following descriptions and cost figures are from actual projects conducted by the Department of Historic Resources and local governments. The examples may assist in developing scopes of work and projected cost estimates – please be aware that they are provided for guidance only and actual costs may vary.

Also, please note that DHR currently seeks to incorporate data enrichment as part of any archaeological assessment project. This will typically increase the cost given below by an average amount of \$5,000 (exact cost will vary depending on the number of sites and status of previous documentation). Please contact DHR's Archivist, Quatro Hubbard, at Quatro.Hubbard@dhr.virginia.gov, or at 804-367-2323, ext. 124, for further information.

Architectural Survey – Suburban

Reconnaissance-level survey of 750 properties
Comprehensive historic context development
Data entry for 750 properties in the DHR DSS program database
Illustrated survey report prepared according to DHR standards
Scripted slide or PowerPoint presentation
At least two public meetings
Cost: \$50,000

Architectural Survey – Urban

Reconnaissance-level survey of 300 properties
Intensive level survey of 30 properties
Evaluation of two proposed historic districts (preparation of two Preliminary Information Forms)
Comprehensive historic context development
Data entry for 330 properties into DSS
Illustrated survey report; scripted slide presentation
At least two public meetings
Cost: \$35,000

Architectural Survey – Primarily Rural

Reconnaissance-level survey of 220 properties
Intensive-level survey of 20 properties
Comprehensive historic context development
Data entry for 240 properties into DSS
Updating of data for approximately 10-20 properties previously surveyed
Map identification of all properties over 50 years old
Illustrated survey report and scripted slide presentation
Two public meetings
Cost: \$30,000

Architectural Survey and National Register of Historic Places and Virginia Landmarks Register Nomination for a Historic District - Town

Reconnaissance-level survey of 150 properties
Comprehensive historic context development
Data entry for 150 properties into DSS
Map identification of all properties and historic district boundaries
National Register of Historic Places nomination preparation

Scripted PowerPoint presentation
Two public meetings
Cost: \$19,500

Archaeological Assessment of a large rural area (Tidewater)

Assessment of information on all previously identified archaeological sites
Development of prehistoric and historic contexts for archaeological resources
Statement of maps illustrating probable locations of archaeological sites
Recommendations for future study, interpretation, and planning strategies
Cost: \$25,000

Survey of African-American cemeteries in a Virginia city and preparation of a draft Multiple Property Document for the resources including at least two public meetings
Cost: \$15,000

Preparation of a comprehensive preservation plan, including both architectural and archaeological resources for a portion of a large and fast growing Virginia county, including at least two public meetings and multiple printed copies of the plan
Cost: \$22,000

Survey and National Register of Historic Places and Virginia Landmarks Register nomination preparation for a historic district of approximately 150 properties in a Virginia town
Cost: \$22,000

A thematic survey and documentation for mining resources with sample field testing in a Virginia county, including a minimum of two public meetings and production of a document useful for developing a bike trail, with accompanying documentation for the resources
Cost: \$18,000

Archaeological survey and excavations in a Virginia town

Intensive evaluation of a discrete area, include testing
Development of historic context and limited excavation
Curation of artifacts
A complete archaeological report prepared to DHR and National Park Service standards
A scripted slide presentation and two public meetings
Cost: 28,000

Archaeological assessment of a northern Virginia city with an existing comprehensive architectural survey report, including several public meetings and a printed report
Cost: \$15,000